**Staff Work Life Committee Minutes**

**Thursday, February 17, 2022**

**1:00 p.m. (Zoom)**

Attendance: Rita Mannelli, Jazzmyn Ivery-Robinson, Thomas Keilman, Stacey Stehle, Lynne Vick, Valarie Wilson, Colleen Leonard, *ex officio,* Patrick Richey, *ex officio*, Cathy Stevens, *ex officio*

Absent: Jon Fleming

Guest: President Beth Paul

The meeting was called to order by Chair Rita Mannelli at 1:00 p.m.

1. Welcome President Paul:

Below are information shared with President Beth Paul:

*“The Staff Work Life committee is a forum for concerns and suggestions, and a place to bring issues that relate to the staff community as a whole. The committee promotes community building by studying and reviewing staff work life matters and as appropriate, developing and presenting recommendations to the college administration.”*

*What has been done so far, beginning spring 2020:*

* *Spring 2020:  Medicare 101 Recap - An outreach representative from Lifespan gave a Medicare 101 presentation (free) Tuesday, February 4, 2020 in Medaille Dining Room.  It was well received with 38 faculty and staff attendees.  The committee recommended that ‘Medicare 101’ will be offered to faculty and staff again next year.*
* *Fall 2020:  Survey Assessment: (quick summary of #s) – Sharing with Leadership*
* *Fall 2020:  Staff Recommendation: healthy eating in Shults Garden Level. Wegman’s vending machine is now available in the lower level of Shults Community Center*
* *Fall 2020:  Food Drive for Oak Tree Pantry since no holiday party was held due to COVID*
* *April 2021: Worked with Deb Winslow-Schaber with input answering the questions that President Beth Paul posed in her email to the Nazareth Community on April 15, 2021 (Naz Workplace Updates). Reached out to fellow staff and reported feedback*
* *Fall 2021:  SWL Survey (last one in 2018); 130 respondents - notes shared with Mr. Richey and the committee (Jamboard session with committee members)*
* *Fall 2021 - Spring 2022: Work on by-laws and starting conversations/collaboration with Administrative Council.*

President Paul thanked everyone and reiterated that every single role of faculty and staff is vital to the College. She highlighted the following:

Compensation Benchmarking Study for Faculty and Staff –

*Nazareth is conducting a compensation benchmarking study to determine how Nazareth salaries compare with salaries of peer institutions or employers. The College’s internal structure will be examined, and salary ranges will be developed. The objective is to assess the College’s compensation status and develop a compensation philosophy that will attract and retain faculty and staff.*

* To ensure that faculty and staff are compensated equitably bearing in mind Nazareth financial viability, due to enrollment.
* Two webinars were held the week of February 14th to learn about the process and methodology of the salary benchmarking study. The sessions were recorded for those unable to attend.
* For feedback or questions about the compensation study, staff were directed to reach out to Human Resources, [humanresources@naz.edu](mailto:humanresources@naz.edu?subject=Compensation%20study%20question).

Staff can also reach out to the co-chairs of the Administrative Council

* Judy Baker, [jbaker51@naz.edu](mailto:jbaker51@naz.edu)
* Jamie Fazio, [jfazio1@naz.edu](mailto:jfazio1@naz.edu)

Or the chair of the Staff Work Life Committee

* Rita Mannelli, [rmannel5@naz.edu](mailto:rmannel5@naz.edu)

Faculty can reach out to the chair or chair elect of the Faculty Senate,

* Lindsay Korth, [lkorth3@naz.edu](mailto:lkorth3@naz.edu)
* Matthew Schoell, [mschoel6@naz.edu](mailto:mschoel6@naz.edu)

Or the faculty liaison from the Faculty Welfare Committee,

* Chauncey Joyce, [cjoyce8@naz.edu](mailto:cjoyce8@naz.edu)
* Timeline for the implementation of the result – 3 to 5 years, depending on the college resources.
  + Changes in student demographic
* We are adopting by controlling expenses and smarter in how we spend our resources

The committee thanked President Paul.

2. News from Administrative Council

Lindsay Reading Korth and Matt Schoell joined the Administrative Council meeting and was very much a ‘getting to know you’ with lots of learning about what each group are doing. Rita has shared her notes regarding the committee.

*Information was shared on what Faculty Senate is:*

* *Comprised of 35 people*
* *1 senator per department on a 3 year term*
* *Ex-officio is on the Board of Trustees*
* *Plus special area senators*
  + *Adjunct*
  + *Pre tenure*
  + *Diverse*
  + *Graduate*
  + *Clinical*

*SEC = Senate Executive Committee*

* *Chair\* - elected by faculty - 2 yr term*
* *Chair-elect\* - 2 yr term, becomes chair*
* *1 rep from each school/college*
* *Secretary\**
  + *\*= course release and is ineligible for sabbatical*

*AAUP guides the senate on topics in these 4 areas:*

1. *Rank and Tenure*
2. *Faculty Scholarship*
3. *Curriculum*
4. *Governance*

*Overall, this was a first step towards understanding and information sharing. Members of the Administrative Council learned a lot as did Matt and Lindsay. Administrative Council will be meeting with the entire SEC on March 11th.*

3. Suggestion Box

Various suggestions were received and discussed by the committee. Rita will respond through the SWLC web page.

The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Erminda Hugh